

# Policy and Procedure

## Travelling Scholar



<b>Authorising Body:</b>	Board
<b>Responsible Committee(s):</b>	Education Committee
<b>Responsible Department:</b>	Education and Training
<b>Document Code:</b>	<b>POL and PRC Travelling Scholar Policy and Procedure</b>

### 1. Background

The Travelling Professor Program has a long history with the RANZCP, beginning in 1965 with a gift of £25,000 from the estate of the late Heathcote Beetham (HB) Williams of New Zealand, for the purpose of establishing a Travelling Professorship Program. The Program has been active for 51 years and is a key continuing medical education (CME) activity for New Zealand and the Australian Branches that participate. The Travelling Professor is also one of the keynote speakers at the annual New Zealand RANZCP conference. The ability of the RANZCP to attract high profile international researchers and clinicians is a major benefit not only to the RANZCP's members, but also to the RANZCP's reputation.

In 2014, the Finance Committee and Board approved the continued funding of the Travelling Professor Program at AU\$30,000 per annum, from within existing RANZCP funds.

In response to feedback from the Membership Advisory Council in 2014, the Committee for Continuing Professional Development (CCPD) agreed to make funds available to support visiting local experts in Australia and New Zealand. The Program was renamed to the "Travelling Scholar Program" in 2017. It is envisaged that RANZCP Fellows and Affiliates, or other subject matter experts, with particular clinical or research interests will be selected via a Branch Committee and will have the opportunity to travel to a state or territory within Australia, or New Zealand to deliver an educational activity.

The Travelling Scholar Program aligns with two major principal strategic priorities in the RANZCP Strategic Plan 2022 – 2025

- Training, education and learning that increases capability and quality:
  - Commitment to training, continued learning, education, and research that builds capability and facilitates the delivery of high-quality psychiatric treatment, care, and support to the community.
  - Deliver best practice psychiatry training and professional development programs across the career span, from trainee level to advanced specialisation, mid-career, and retirement.
- Connected and contemporary College for community and member benefit:
  - Engage with and actively listen and respond to the members and stakeholders openly and transparently.

### 2. Principles

1. A fixed amount of AU\$5000 will be made available annually to the New Zealand Committee to secure a guest speaker for the New Zealand RANZCP Conference.
2. The remaining funds will be made available, on application, to Branch Committees to access experts to present at locally run CME events.
3. Funding will be limited to a maximum of AU\$3125 per annum for each Branch (exclusive of GST).
4. This maximum amount may be increased if not all Branches take up the opportunity of hosting a Travelling Scholar event. The final funding amount for a Branch is subject to the approval of the CCPD.

5. Funds are to support the costs of the Travelling Scholar and will be budgeted in line with the travel per diem policy of the RANZCP, noting that any air fares will be at economy rate. Funds may also be used for meeting costs such as catering and venue hire.
6. Any costs above the amount approved by the CCPD must be met by the Branch Committee.

### 3. Process

The New Zealand National Office or Australian Branches interested in arranging for a travelling scholar can accept nominations from jurisdictional members. Nominations will be open every year between May and August to allow Members to forward their requests to their local Branches for the Travelling Scholar Program.

Approval of the proposed visitor can be managed by the Branch offices and New Zealand National Office independently of the CCPD, including the program and estimated costing of the visit. Proposals will be considered by the CCPD only if the nominated visitor is not a psychiatrist, is a subject matter expert in a field related to psychiatry, or if there are any other variables from the Policy that require approval or advice. The CCPD will take into account the suitability of the nominee, feasibility of the proposal and cost when deciding whether to approve such proposals.

Approvals in such cases will be advised to Branch and New Zealand National Committees.

The CCPD and the CPD Manager retain oversight of the Travelling Scholar program.

The Branch offices and the New Zealand National Office are to inform the CPD office of the successful Travelling Scholars and the proposed month of their visit, in order that finance can be arranged, and reports made to the CCPD. Post-event evaluations are to be submitted to the CCPD at the close of each year.

The CPD Office will provide information regarding the RANZCP's preferred travel agent (Corporate Traveller), but the arrangements in each Branch for accommodation, travel bookings, catering, etc. will need to be made at the Branch level in conjunction with the successful nominator.

Funds come from the New Zealand National Offices or Branch's CPD budget and will be allocated by Finance in the month of the event.

Learn*it* modules can be created from online Travelling Scholar events where prior consent has been obtained from the presenter, using the RANZCP Travelling Scholar Recording Consent Form.

### 4. Responsibilities and Steps

	<b>Steps</b>	<b>Timing</b>	<b>Responsibility</b>
1	Call for proposals for the Travelling Scholar program from the Branches and New Zealand National Office Advertised in Branch and NZ newsletters, CPD Newsletter 'Your CPD Home' and on the RANZCP website	May	CPD Officer
2	Completed nomination forms sent to Branches and NZ office	End July	Nominating member
3	Endorsement of proposals and sending on to CPD officer – only if the proposed Scholar is not a psychiatrist, or if there are any other variations from the Policy that first need the approval of the CCPD	End August	Branches and NZ National committees (CPD officer to forward to CCPD if applicable)
4	Approval of nominations and budget allocation	End September	Branches and NZ National office
5	Inform the CPD office and CCPD of the successful nominations	Mid-October	Branches and NZ National office

6	Notification of approval and budget allocation	Mid-October	CPD Officer to Finance Department and CCPD
7	Travelling Scholar event arrangements are made, events held	January – November	Branch and New Zealand national offices
8	Funding is transferred to the NZ National Office and participating Australian Branch offices	Month of event	Finance Department Branch and New Zealand National Offices
9	Post event evaluations are submitted to the CCPD	End November	CPD Officer Branches and New Zealand National Offices.

## DEFINITIONS

CPD – Continuing Professional Development

CCPD – RANZCP Committee for Continuing Professional Development

## ASSOCIATED DOCUMENTS

Travel and Expenses Guideline

Travelling Scholar Guidelines

Travelling Scholar Nomination Form

RANZCP Travelling Scholar recording consent form

[RANZCP Strategic Plan 2022-2025](#)

## Revision Record

<b>Contact:</b>	Manager, Accreditation, CPD and Reporting		
Date	Version	Approver	Description
15/09/17	1.0		New document
11/08/18	2.0	<b>B2018/5R32</b>	Amendments made to make the Policy and Procedure clearer in terms of expectations and responsibilities
<b>13/12/21</b>	3.0	<b>EC (Board constituent) Chair</b>	Regular review to also include updated funding process and Learn/It options.
<b>10/09/2023</b>	4.0	<b>B2023/8 R11</b>	Update following CCPD approval of changes to policy for scholar approval to exceptions, from meeting of 19 August 2022
<b>2025</b>	<b>Next Review</b>		

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